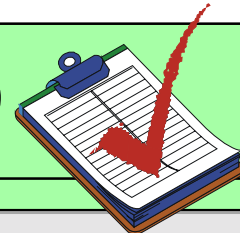


CHS CHECKUP



A publication by and for employees of the Kentucky Cabinet for Health Services

Jan. 8, 2001

NEWS BRIEFS

BLOOD DRIVE THIS WEEK

CHS and CFC are sponsoring an American Red Cross Blood Drive on Jan. 10-11 in the Health Services Auditorium. The drive is from 9 a.m. to 1:30 p.m. each day.

Donors are asked to make a scheduled appointment with their divisional recruiter, although walk-ins are welcomed. For more information, call Scott Huffaker at 564-2781, ext. 3904 or e-mail.

JAN. 15 IS STATE HOLIDAY

Next Monday, Jan. 15, is a state holiday on honor of Martin Luther King Jr.'s birthday. The CHS Checkup will be issued Jan. 16.



TIP OF
THE
WEEK

Americans eat too much fat, and as a result, *wear* too much of it. Americans are consuming a noticeable 18 percent *fewer* calories from fat than we did 20 years ago. But as a nation, we're actually getting fatter *and eating more overall calories than ever before*. Many people consume larger quantities of low-fat foods, believing that they are healthier. But a 10 to 15 calorie difference per cookie can tip the scales (not in your favor) if you overindulge. So it's important to read the entire food label.

New CHS Website Debuts

The new Cabinet for Health Services web site is live at <http://chs.state.ky.us/>!

For several months a group of people representing all the departments and offices of the cabinet have collaborated to design a new site and revise the content of the pages. They worked with Patrick Quirk, who was hired as the project manager, and Scott Smalley, Office of Technical Services, to create dynamic, up-to-date pages for launch by the New Year.

The goal of the web site development committee was to create a site

that would put both experienced and inexperienced users of the Internet quickly in touch with information produced by the



cabinet. Two other priorities were to make the pages visually attractive and the information accurate.

The design of the site grew from the theme, "Cabinet for Health Services, Building a Healthier Tomorrow Today." Graphics on the cabinet pages reflect the new day

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Security Update: Use Those Cards

The Security Committee for the Human Resources Building would like to thank all employees for cooperation in using their ID badges to enter the building.

Please remember the purpose of the new system is to make this building safe for you and visitors.

Here are a few reminders based on our first few weeks of using the ID cards:

Please scan your ID badge even if someone else is holding the door open for you. The purpose is to make sure employees and visitors who are authorized to be in the

building get in. Please do not enter the building without scanning your card.

If you expect visitors, make sure they check in at the security desk in the lobby and have an escort. This is required for all visitors.

Please do not open doors for individuals seeking entrance. They should see the security guard.

Doors should not be blocked open or tampered with to make it easier to enter the building.

Your cooperation will go a long way in helping make this new system work.



CHS Website Is Up And Running At <http://chs.state.ky.us>

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and the focus on preventive programs promoting good health that our cabinet is emphasizing.

Uniform standards and guidelines are in effect to bring consistency to the pages. While individual offices and departments will have some flexibility in design, all will have similarity in format, such as navigation tools that are placed along the left side of the page.

The web site is not set in concrete. Refining the site will be an on-going process and suggestions for improvement are welcome. After you have reviewed the pages you can send comments to

Quirk at his e-mail address.

Each of the sites within the cabinet web site has obtained BOBBY approval, which means it is accessible to people with disabilities.

Content has been updated and should be accurate as of today. Each site's owner will now be responsible for maintaining and updating their site content. Quirk will serve as the cabinet's webmaster and will provide technical support to the site owners.

The new web site address should be listed on all publications produced by the cabinet. As you reprint, please be sure to add the address. ✓

CHS To Pilot New Travel Process

The Cabinet for Health Services will soon be piloting an electronic process: 1) that changes the processing and paying for overnight stays at state parks and 2) the process of requesting and paying for cars accessed from the State Motor Pool in Frankfort. An electronic process will



replace the present paper Trip Tickets.

CHS will pilot these two areas with the Office of Aging and Department for Medicaid

Services. After the pilot is completed, then the changes will be implemented in the remaining operations within CHS. ✓

Supervisor Training Set For Jan. 19

The make-up session for the new performance evaluation system supervisory training will be at 8:30 a.m. on Jan. 19 in the MH/MR 4th floor conference room B. This session is for supervisors who did not attend the training on Dec. 4, 6 or 8. Training is mandatory for all supervisors who evaluate merit system employees.

Employees who did not attend one of the information sessions held in December will receive new evaluation system orientation from their supervisors. "Supervisors are responsible for orienting their

employees on the new system," said Johnny Keene, director of the Center of Performance Enhancement. They are also responsible for ensuring that all their employees receive an employee handbook. Page 30 in that handbook identifies information which must be shared with employees. The form must be signed by both the employee and the supervisor.

For more information about this training call Priscilla McCowan, 502-564-5705, ext. 3906 or e-mail priscilla.mccowan@mail.state.ky.us. ✓

Technical Resources Temporarily Relocates

Until Jan. 12, the staff of the Technical Resources Management Branch will vacate its offices to allow installation of modular furniture.

TRMB will be in the Distance Learning Center, 3rd floor Health Services Building, during this time. They will still be available via e-mail to **CHS Service Request**. They might still be reached at their extensions, but only a few handsets will be available to receive calls during this time. Email to CHS Service Request will NOT be interrupted.

After Jan. 12th, TRMB will be back in at our 1st floor-Health Services Building location. ✓

The CHS Checkup is a newsletter for employees of the Kentucky Cabinet for Health Services. Please direct contributions or comments to the Office of Communications, 502-564-6786. Printed with state funds.

